

## PROVIDER BULLETIN

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### School District Administrative Claiming

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#### **PROGRAM CHANGES**

Effective for the quarter beginning April 1, 2015, the administration of the School District Administrative Claiming (SDAC) program will change. The Department of Social Services/MO HealthNet Division (DSS/MHD) has contracted with Fairbanks LLC (Fairbanks) to assist in the administration of the SDAC program. Fairbanks, on behalf of DSS/MHD, is responsible for training all school district cost pool staff, administering a statistically valid Random Moment Sample (RMS) process on a quarterly basis including assigning, collection coding, and compilation of all RMS forms statewide, and implementing required School District Administrative Claiming pre- and post-performance monitoring activities.

The revised SDAC program manual containing program policy for dates on and after April 1, 2015 can be viewed at: <http://manuals.momed.com/manuals>. It is important that school district staff review the manual effective April 1, 2015 to assure continuing compliance with the program changes. Key changes include the invoice format, random moment sample process, and training.

Current Interagency Agreements between DSS/MHD and school districts will expire on March 31, 2015. In order to continue participation in the SDAC program after April 1, 2015, school districts must sign a new interagency agreement. MHD sent new interagency agreements to actively participating school districts on January 9, 2015. The interagency agreement must be returned to MHD by February 27, 2015 to participate in the April 1, 2015 quarter. The interagency agreement must be signed and returned to MHD at:

MO HealthNet Division  
Program Operations Unit  
P.O. Box 6500  
Jefferson City, MO 65102-6500

If your school district intends to continue participating in SDAC beyond April 1, 2015, MHD requires your school district to comply with all components of the SDAC program as outlined in the Interagency Agreement and the SDAC manual, including submission of a revised methodology. School districts are responsible for SDAC activities that include, but are not limited to:

- Maintain and provide to Fairbanks a personnel roster for your district that is updated

prior to the start of each calendar quarter and no later than the RMS close date set by the contractor.

- Maintain a student data file for your district that is updated annually.
- Maintain a cost data pool file for your district of all eligible employees' salaries and benefits that is updated on a quarterly basis.
- Completion of the description portion of the Random Moment Sampling Observation form. The school district staff are no longer responsible for the coding of the forms.
- Maintain a provider participation rate (PPR) file for your district that is updated on a quarterly basis. The provider participation rate file is a data file of all providers (MO HealthNet and non-MO HealthNet) that the district referred students to for any and all medical services and is matched to the MO HealthNet enrolled provider file.
- Download the quarterly RMS results to be utilized in the calculation of the quarterly SDAC invoice. RMS results by quarter will be posted on MHD's website.
- Provide a quarterly invoice, including quarterly certification of total expenditures and Medicaid eligibility rate verification, for your district to Fairbanks in the manner outlined in the "School District Administrative Claiming Guide Effective April 1, 2015" located at <http://manuals.momed.com>. Invoices shall be sent via email to [info@fairbanksllc.com](mailto:info@fairbanksllc.com) or by mail to:

Fairbanks LLC  
3880 Salem Lake Drive, Suite A  
Long Grove, IL 60047

For SDAC services provided prior to April 1, 2015, the school district must continue submitting invoices directly to MHD. MHD will process invoices and remit payment in the same manner for invoices covering the periods prior to April 1, 2015.

### **ADMINISTRATIVE FEE**

Funding to reimburse Fairbanks will be obtained through an administrative fee assessed to each participating school district. MHD will deduct the administrative fee from each quarterly invoice starting with the April 2015 quarter and utilize those funds to make payment to Fairbanks.

### **SDAC CHANGES FREQUENTLY ASKED QUESTIONS**

A list of frequently asked questions (FAQ) concerning changes to the SDAC Program has been compiled and posted to the MHD at <http://dss.mo.gov/mhd/faq/pages/school-district-administrative-claiming-program-faqs.htm>.

### **HOW TO REQUEST AN INTERAGENCY AGREEMENT**

If your school district is interested in participating in the SDAC program, a school district representative may request the interagency agreement by calling the MO HealthNet Division at (573) 751-9290.

**Provider Bulletins** are available on the MO HealthNet Division (MHD) (Formerly the Division of Medical Services) Web site at <http://dss.mo.gov/mhd/providers/pages/bulletins.htm>. Bulletins will remain on the Provider Bulletins page only until incorporated into the [provider manuals](#) as appropriate, then moved to the Archived Bulletin page.

**MO HealthNet News:** Providers and other interested parties are urged to go to the MHD Web site at <http://dss.mo.gov/mhd/global/pages/mednewssubscribe.htm> to subscribe to the electronic mailing list to receive automatic notifications of provider bulletins, provider manual updates, and other official MO HealthNet communications via E-mail.

**MO HealthNet Managed Care:** The information contained in this bulletin applies to coverage for:

- MO HealthNet Fee-for-Service
- Services not included in MO HealthNet Managed Care

Questions regarding MO HealthNet Managed Care benefits should be directed to the patient's MO HealthNet Managed Care health plan. Before delivering a service, please check the patient's eligibility status by swiping the MO HealthNet card or by calling the Provider Communications Interactive Voice Response (IVR) System at 573-751-2896 and using Option One for the red or white card.

**Provider Communications Hotline  
573-751-2896**